



Leadership • Collaboration • Support

JOB TITLE: Campus Monitor

CSEA Salary Schedule, Range 11

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, performs work of routine difficulty in monitoring and controlling student and adult activities in and around school facilities. Collaborates with administrators, law enforcement, community officers, parents, and staff in matters related to school campus activities and safety.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California state driver's license.
- Previous satisfactory experience working with children and adults.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.
- Knowledge of community, district, and school policies and procedures related to student management.
- Knowledge of the role of law enforcement related to public school facilities.
- Knowledge of problems that impact child and adult behavior and school facilities.
- Knowledge of safe driving practices.
- Ability to orally communicate with good articulation, speech, and language.
- Ability to understand and follow both oral and written instructions and give clear directions to students, staff, and the public.
- Ability to work independently and make minor decisions within the framework of established guidelines.
- Ability to exercise sound judgment in maintaining safe and orderly conditions in and around school facilities.
- Ability to anticipate potentially unsafe pedestrian and/or vehicle situations.

- Ability to conduct business in a confidential manner.
- Ability to work in inclement weather.
- Ability to see objects at a distance of twenty-five (25) feet.
- Ability to hear sounds of potential danger.
- Ability to walk on uneven terrain.
- Ability to stand for prolonged periods of 2 hours.
- Previous employment in a similar field desirable.
- Ability to work around dirt/dust.

ESSENTIAL DUTIES

- Monitors and controls student bus loading and unloading zones, including parent and public parking in and around loading zones.
- Assists students with loading and unloading.
- Checks and warns unauthorized persons on school grounds and monitors and responds to disorderly conduct by students, staff, and the public.
- Tactfully and diplomatically intervenes and deals with potential or actual misconduct by students, staff, and the public.
- Reports incidents beyond designated authority to appropriate administrator.
- May supervise students on campus and in bus loading area.
- Positions cones and closes/opens gates.
- Works in outdoor situations which may include standing for long periods in inclement weather.
- Attends trainings and/or other staff in-service meetings as required.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (35%) Walking (70%) Sitting (5%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (4) Bending (4)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (3) Kneeling or
Squatting (4)

Climbing Stairs (3) Climbing Ladders (3)